

Message

From: Sisk, Richard [Sisk.Richard@epa.gov]
Sent: 7/1/2010 9:47:18 PM
To: Wardell, Christopher [Wardell.Christopher@epa.gov]
CC: Garcia, Sam [Garcia.Sam@epa.gov]; John Works [Works.JohnLNDU@usepa.onmicrosoft.com]
Subject: Re: Item for VB/I70 OU2 AR
Attachments: VB-I70 SDMS Coding Sheet_Rev 07-01-10.doc

Chris - The process for superfund records is that an SDMS coding sheet is prepared to accompany the document to the Records Center. This coding sheet needs to be signed by an attorney. The other signature by the submitter is optional.

So if you have a document you want to go into the record center for a VB/I70 or one of the other sites we have together, you can send it to me with or without a coding sheet and I will review, sign and send it to the record center. If you think it is a document that is confidential, privileged, CBI, or should be put in a special database within the site file, such as administrative record, you should indicate that either on the coding sheet or on a note on the document.

I have attached a copy of an SDMS sheet for VB/I70 below.



VB-I70 SDMS
Coding Sheet_R...

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From: Christopher Wardell/R8/USEPA/US
To: Richard Sisk/R8/USEPA/US@EPA
Date: 07/01/2010 11:45 AM
Subject: Item for VB/I70 OU2 AR

Richard, I have the community involvement plan for VB/I70 OU2 that needs to go into the AR, and as i have never done this before, i am wondering what forms i need to fill out and who to send it to. I was told you can provide me with these answers? Thanks

Chris Wardell
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